

**MONTANA DEPARTMENT OF COMMERCE**  
**MONTANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**  
**and**  
**NEIGHBORHOOD STABILIZATION PROGRAM (NSP)**  
**2011 GRANT ADMINISTRATION MANUAL**

Dore Schwinden  
Director

Kelly Casillas  
Administrator - Community Development Division  
E-mail: [Kcasillas@mt.gov](mailto:Kcasillas@mt.gov)  
Phone: (406) 841-2776

Jennifer Olson  
Community Grants Bureau Chief  
E-mail: [Jeolson@mt.gov](mailto:Jeolson@mt.gov)  
Phone: (406) 841-2773

Gus Byrom  
CDBG Program Manager - Housing and Public Facilities  
E-mail: [Gbyrom@mt.gov](mailto:Gbyrom@mt.gov)  
Phone: (406) 841-2777

Kathy Brenden  
CDBG Program Specialist  
E-mail: [Kabrenden@mt.gov](mailto:Kabrenden@mt.gov)  
Phone: (406) 841-2779

Becky Anseth  
NSP Program Manager  
E-mail: [Banseth@mt.gov](mailto:Banseth@mt.gov)  
Phone: (406) 841-2865

Lisa Huff  
NSP Program Specialist  
E-mail: [Lhuff@mt.gov](mailto:Lhuff@mt.gov)  
Phone: (406) 841-2794

Administrative Staff  
[DOCCDBG@MT.GOV](mailto:DOCCDBG@MT.GOV)  
[DOCNSP@MT.GOV](mailto:DOCNSP@MT.GOV)  
Phone: (406) 841-2770

301 S. Park  
P.O. Box 200523  
Helena, Montana 59620-0523

Phone: (406) 841-2770 - FAX: (406) 841-2771  
TDD: (406) 841-2702 or 711 (Montana Relay Service)

**2011**

**COMMUNITY DEVELOPMENT BLOCK GRANT  
ECONOMIC DEVELOPMENT PROGRAM  
BUSINESS RESOURCES DIVISION  
ECONOMIC DEVELOPMENT PROJECTS**

Montana Department of Commerce

Dore Schwinden  
Director

Andy Poole  
Deputy Director

Karyl Tobel  
Assistant Division Administrator

Nancy Guccione  
Section Manager  
E-mail: [nguccione@mt.gov](mailto:nguccione@mt.gov)  
Phone: (406) 841-2744

Nick Rich – Program Specialist  
E-mail: [nrich@mt.gov](mailto:nrich@mt.gov)  
Phone: (406) 841-2735

Debra Demarais – Program Specialist  
E-mail: [ddemarais@mt.gov](mailto:ddemarais@mt.gov)  
Phone: (406) 841-2734

Judy Carlson – Administrative Assistant  
E-mail: [jucarlson@mt.gov](mailto:jucarlson@mt.gov)  
Phone: (406) 841-2730

301 South Park Avenue  
PO Box 200505  
Helena, Montana 59620-0505

Fax: (406) 841-2731  
TDD: (406) 841-2702 or 711 (Montana Relay Service)

## INTRODUCTION

If you have begun to turn the pages of this Grant Administration Manual for the Montana Community Development Block Grant (CDBG) Program and the Neighborhood Stabilization Program (NSP) it likely means that you are a local official or employee of a town, city or county recently selected to receive an award of CDBG or NSP funds by the Montana Department of Commerce -- a "grantee", as you will see your community referred to many times.

As you begin that task of preparing to start up and implement your CDBG or NSP project, it is completely understandable that you may have some concerns about the responsibilities you are taking on and how to go about meeting them. There is no question that there is a considerable volume of "red tape" that attaches to the CDBG and NSP program. You may feel that you are entering a maze filled with unfamiliar acronyms for various federal and State agencies, programs, and laws. Viewed in total, the mass of laws, regulations, presidential executive orders, and other requirements do initially seem overwhelming.

However, the same skills that you used to compete successfully for a CDBG or NSP award will help you through the process of implementing your project. Similar to the process you followed in preparing your CDBG or NSP application, we suggest that you follow a step-by-step approach through the various requirements covered in the manual.

You should not be intimidated by the volume of the manual. As you get into the details of this Grant Administration Manual, you will see that -- because the manual is written to cover all situations -- it covers a number of requirements and procedures that probably will not apply to your project at all. In many cases, a particular requirement applies only once and will not have to be dealt with again. In addition, whenever possible, we have provided sample forms and formats for letters, reports, resolutions, and the other varieties of administrative procedures you will have to comply with under federal and state law. We hope that the materials we have provided will make the process of complying with federal and State requirements as easy as possible.

We have tried to make the written discussion of the various requirements as complete as possible, for a reason. In these times of tight budgets, it is impossible for the CDBG or NSP staff person assigned as the Department's liaison for your project to provide on-site technical assistance as often as we would like. However, we have found that we can successfully work through most administrative problems over the telephone by using the text and the sample materials as references.

Compliance with the various federal requirements attached to the CDBG or NSP program has to be accepted as the cost of doing business with federal funds. When these requirements are viewed in their entirety, local officials sometimes wonder if it is all necessary. When the requirements are viewed individually, the general goal of each requirement usually makes good sense (although the detailed steps required for their implementation may not). Few of us would argue with the need to avoid serious environmental impacts from government funded projects, to avoid collusion or conflicts of interest in government procurement, to ensure proper management of public funds, to ensure that workers on public projects receive full wages for a day's work, and to prevent racial discrimination in the award of financial assistance to low and moderate income families. The CDBG and NSP requirements in the Manual are mostly about the needs just mentioned.

The need for securing compliance with federal and State requirements is a responsibility the Department of Commerce must and does take seriously in its monitoring and supervision of local CDBG or NSP projects. However, to the extent possible, the Department's oversight of local CDBG or NSP projects is committed to simplifying project administration and working with local officials to either prevent problems or correct them before they become serious. Our end goal is to assist you in successfully completing your CDBG or NSP project with a minimum of difficulty.

For those grantees working specifically on NSP projects, please note that this *Grant Administration Manual* is for the use of the NSP program. All information and exhibits in this manual will be used for the NSP program. However, NSP rules or regulations -- including but not limited to the Housing Economic Recovery Act of 2008 (HERA), implementing HUD regulations, or other rules adopted by the program -- may supersede any of the CDBG rules or regulations set forth herein. NSP grantees are encouraged to modify exhibits to include the NSP program. Your NSP project liaison will provide assistance with any modification or question in regard to the applicability and use with the NSP program and this manual. An online version of the NSP specific exhibits is available at the following website:

<http://comdev.mt.gov/NSP/default.mcpX>

We look forward to working with you on your projects. Please contact us if we can be of assistance.

[DOCCDBG@MT.GOV](mailto:DOCCDBG@MT.GOV)

[DOCNSP@MT.GOV](mailto:DOCNSP@MT.GOV)

Phone: (406) 841-2770

Websites:

<http://www.comdev.mt.gov/CDBG/default.mcpX>

<http://www.comdev.mt.gov/NSP/default.mcpX>

<http://cdbged.mt.gov/default.mcpX>

Montana CDBG Program  
Montana Department of Commerce  
301 S. Park  
P.O. Box 200523  
Helena, Montana 59620-0523

Phone: (406) 841-2770 - FAX: (406) 841-2771  
TDD: (406) 841-2702 or 711 (Montana Relay Service)